

DDA

ROUTING AND TRANSMITTAL SLIP

Date

12 Dec 86

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF SECURITY

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
XX As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

REGISTRY

60-4

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.



EXA/DDA

Phone No.

5041-102

* U.S.G.P.O.: 1963 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

TRANSMITTAL SLIP		DATE
TO:		8 Dec 86
ROOM NO.	BUILDING	
7D24	HQS	
REMARKS:		
<p>EXA <u> </u></p> <p>ADDA <u> </u> 9 DEC. 1986</p> <p>DDA <u> </u> 10 DEC 1986</p> <p>C/MS <u> </u></p> <p>Registry <u>(LAST)</u></p>		
FROM:		
D/OC A		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED

(47)

~~CONFIDENTIAL~~

8 December 1986

OCA: 86-3988

MEMORANDUM FOR: All OCA Employees

FROM: Dave Gries [REDACTED]

SUBJECT: Document Unit

25X1

Currently the House and Senate Intelligence Committees, the House Appropriations Committee and the House Foreign Affairs Committee are investigating the Iranian arms sales and the contra funding issue. In the 100th Congress, newly-constituted House and Senate select committees will continue these investigations, subsuming or supplementing activities already under way. Concurrently, the Justice Department, supported by the FBI, is conducting its own investigation; and an independent counsel is expected to be announced for the same purpose.

The Agency is receiving and will undoubtedly continue to receive requests for documents. In this situation, complete and accurate records must be maintained and systems must be developed to assure timely response to legitimate requests. All material must be carefully sanitized.

The Office of Congressional Affairs has been selected as the focal point for these activities. The Document Unit is established within OCA in Room 7B24 Headquarters. The staff of the Unit consists of [REDACTED]

25X1

[REDACTED] The entire staff of OCA is expected to provide support as required. [REDACTED] is responsible for supervision of the Unit.

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The four Directorates and the DCI Area have designated officers responsible for coordinating document searches and sanitization procedures within their respective areas. These officers are:

<u>Directorate</u>	<u>Name</u>	<u>Address</u>	<u>Extensions</u>	
			<u>Secure</u>	<u>Nonsecure</u>
DS&T	[REDACTED]	6E45 HQS	[REDACTED]	[REDACTED]
DI		2F42 HQS		
DA		7D18 HQS		
DO		1D4109 HQS		
DCI Area		7E12 HQS		

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Generally, the Document Unit should work directly with these designated officers in obtaining documents.

cc: EXDIR IG C/NIC
 DDS&T D/PAO
 DDI D/DCI/DDCI/ES
 DDA✓ D/ICS
 DDO Comptroller
 DCI Admin General Counsel

25X1

~~CONFIDENTIAL~~